

27 March 1968

STAT

MEMORANDUM FOR:

Special Assistant to the DDS

THROUGH : Chief, Support Services Staff

SUBJECT : Recommended Action relative to U. S. Government  
Correspondence ~~Handbook~~ *manual*

1. The U. S. Government Correspondence ~~Handbook~~<sup>Manual</sup> was recently completed by the National Archives and Records Service. They sent us an advance copy on 22 March. This government ~~Handbook~~<sup>manual</sup> will appear soon ~~show up~~<sup>and state they would provide us more at sixty cents each.</sup> in various components of the Agency, and there will be many inquiries ~~as to~~<sup>about</sup> its application in Agency offices. Many ~~components~~<sup>offices</sup> will initiate separate procurement actions for a few copies of this publication. The requisition paperwork will cost more than the ~~sixty cent~~<sup>60-</sup> ~~per copy~~<sup>not sixty</sup> nt ~~being to be~~<sup>publication purchased.</sup>

2. We have examined the Government Correspondence ~~Handbook~~ and find the first two chapters cannot be used in this Agency at present. Chapters 3 and 4 have limited application here because of our Security requirements. The remainder of the Manual ~~are~~ ~~normal grammar~~ ~~rules~~ ~~is made up of usage~~ *Covers style practices, which our* ~~that~~ components may use ~~as is.~~

3. On 4 May 1967 Mr. Bannerman replied to the GSA coordination of an early draft of the subject ~~manual~~. ~~He~~ = indicated the Agency would use portions of it, but we would have to prepare our own handbook to meet ~~to satisfy~~ correspondence requirements unique to the Agency.

(Manual or manual

Pg. 23 3.5 GPO Style Manual)

*We*  
4. It is recommended that the CIA Records Administration Officer be authorized to purchase 2,000 copies of this Manual (\$1200). This will eliminate the unnecessary cost of many separate requisitions. Prior to <sup>any</sup> Distribution of these ~~Manuals~~, the following admonishment, ~~printed on labels~~, will be <sup>placed</sup> on the cover of each

Manual:

ADMINISTRATIVE - INTERNAL USE ONLY

Chapters 1 and 2 in Part I of this manual on Government correspondence are not yet applicable in this Agency. The special requirements of Agency correspondence procedures are set forth in [ ] and its revisions will include those sections from these first two chapters that can be incorporated in Agency procedures.

Chapters 3 and 4 of Part I have limited application here because of the established Security procedures which must take precedence to the instructions in these two generalized chapters.

~~Agency personnel will find all seven chapters of Part II and Chapter 5 of Part I extremely beneficial and their use is recommended.~~  
*are recommended for the use of Agency personnel,*  
Records Administration Officer

5. The Agency Correspondence Handbook [ ] will be revised to eliminate <sup>the</sup> material covered in the Government Manual, to update the remainder, and <sup>to</sup> submit <sup>the proposed Handbook</sup> to Regulations Control Branch for publication. The eliminated portions will be a considerable saving in Agency printing costs. You have the latest draft of the proposed revised Agency Correspondence Handbook which I sent to you on 6 Feb 1968. Please return it <sup>when you have finished your review and let me have</sup> with your recommendations on the foregoing proposals.

Chief

Records Administration Branch

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